



USAID | UKRAINE

FROM THE AMERICAN PEOPLE

DATE: July 9, 2010

TO: All Interested Candidates

FROM: United States Agency for International Development, Regional Mission for Ukraine, Belarus and Moldova (USAID)

SUBJECT: Job Opportunity Announcement # 10-2010, USAID/Kyiv

POSITION TITLE: Accountant

POSITION TYPE: FSNPSC – 40 hours per week

ANNOUNCEMENT: #10-2010

GRADE LEVEL: FSN-10

OFFICE LOCATION: Office of Financial Management, USAID/Kyiv, Ukraine

OPENING DATE: Immediate

CLOSING DATE FOR APPLICATIONS: Monday, July 26, 2010 at 6:00 PM Kyiv time

APPLICATION AND SELECTION PROCESS: Interested applicants should e-mail their *current résumé*, *letter of interest* in **English** and three references to the USAID Human Resources Unit at kyv10-2010@usaid.gov

The United States Agency for International Development (USAID) Regional Mission to Ukraine, Belarus and Moldova is an equal opportunity employer.

Note: Only those applications that are received in the Human Resources Unit *before* the closing date will be eligible for consideration. Applications and letters that are *inadequate or incomplete* will not be considered. Only those applicants who are selected for interviews will be contacted.

Initial screening will be based on the curriculum vitae or résumé and letter of interest. Best qualified applicants who meet minimum requirement will be invited for an interview and test.

5. In coordination with the Program Coordination and Strategy Office ensures the program budget allowances are accurately and timely posted into Phoenix and/or GLAAS. Ensures the obligation data is consistent among offices in the Mission and Contractor/Grantee Records. Establishes accounting coding conventions that improves efficiency and effectiveness.

B. Budget Duties 25%

1. Prepares program-funded operating expense budget for the Regional Mission for Ukraine, Moldova and Belarus, based on a detailed analysis of historical records, inflation trends, planned actions, and funds availability. Supports budget estimates with justifications, completes documentation of projected expenses by category and account. Prepares what if scenario pertaining to the program-funded operating budget.
2. Controls execution of the program-funded operating costs (PFOC). This includes tracking accounts (i.e., representation, training, awards, travel, and conferences). Reviews planned versus actual cost, and advise the Controller and Mission Management when shortfalls or excesses are projected, and provides advice on appropriate corrective actions. Updates/modifies budgets as required. In coordination with EXO prepares upward and downward adjustments to cover authorized actual expenses.
3. Drafts responses to USAID/Washington concerning the PFOC status and other budgetary matters.
4. Assists the Contract and Executive Offices in the preparation of detailed personnel budget for program-funded personnel.

C. Other Duties 15%

1. Performs other duties as necessary including the backup and support to the degree possible for both the OE accountant and Chief Accountant during their absences. Projects as assigned by the Chief Accountant and/or Controller.

REQUIRED QUALIFICATIONS

a. Education:

University degree in accounting, business administration, or finance is required.

b. Prior Work Experience:

Minimum of five years of progressively responsible experience in budget work, accounting, or auditing is necessary. Two years of experience accounting and budgeting with a U.S. Government agency is desirable.

c. Post Entry Training:

Specialized training courses in ISG accounting, USAID financial analyses, data processing and USG contracting desirable. On-the-job training in USAID accounting policies and procedures, financial methods, cash management procedures, and Phoenix operations and report generation required.

d. Language Proficiency:

Level IV English ability (fluent) is required. Fluency in Ukrainian and Russian is also required.

e. Knowledge:

Must have fully comprehensive working knowledge of pertinent Foreign Affairs laws, regulations, and procedures relating to budgeting, accounting, and financial management, and the full range of skills and abilities required in computing both procedural and technical and financial planning and analysis budget work. Must also have a through knowledge of the organization and functions of the major administrative support areas of the embassy and/or associated agency/agencies served.

f. Abilities and Skills:

Must be able to relate funds management with mission, operational expenditures, and projects of the post. Must be able to understand budget management implications of changes of priorities, tempo, and direction of operational expenditures and projects and be able to recommend appropriate adjustments to financial plans. Must be able to relate changes to funding levels brought about by reductions in allotment due to cuts, variations in exchange rates, increase costs of material and labor, etc. and advise appropriate management officials of OE implications.

Must possess a high level of interpersonal skills in order to be able to gain acceptance of recommendations relative to budget management issues. Must possess high level of skill in articulating (orally and in writing) complex

issues and relationships between functions/operational expenditures/projects and funding options.

POSITION ELEMENTS

a. Supervision Received:

Works under the immediate supervision of the Chief Accountant who assigns work on a long-term basis and spot-checks completed assignments. Supervisor is available to provide guidance and resolve problems as needed.

b. Available Guidelines:

OMB, GAO, internal audit and USAID handbooks (particularly financial management and host country contracting) guidelines which must be complied with. General accounting principles must be interpreted and applied to OEs and projects.

c. Exercise of Judgment:

Professional judgment is required to apply prescribed guidelines effectively and independently to work.

d. Authority to Make Commitments:

Does not make commitments except to the extent of verifying funds availability and the accounting treatment of specific transactions.

e. Nature, Level and Purpose of Contacts:

Regular Contact is maintained with staff members at all levels in the Mission on virtually a daily basis to clarify items on documentation or fund cite requests, request additional information on justification or resolve discrepancies and to explain project accounting requirements and current status of projects; and to ascertain status of events being accounted for and to initiate action to correct records and reports if necessary.

f. Supervision Exercised:

This is a non-supervisory position.

g. Time Required to Perform Full Range of Duties:

Twelve months.